

OPEN TO CURRENT MARYLAND DISTRICT COURT EMPLOYEES ONLY

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| Opening Date: | December 20, 2012 | Closing Date: | January 10, 2013 |
| Job Title: | District Court Operations Administrator | Position Type: | Regular Full Time |
| PIN: | 000870 | FLSA Status: | Exempt |
| Location: | District Court Headquarters - Operations Annapolis, Maryland | Grade/Entry Salary: | J17 \$58,217 - \$91,950 (Salary effective 1/1/13) |
| Financial Disclosure: | Yes | | (Depending on Qualifications) |

Regular State employees subject to promotion/demotion policy

Essential Functions: This is professional and administrative work assisting the Assistant Chief Clerk of Operations to assist in the coordination of the creation and continuous improvement of all District Court automated case management systems with JIS and key court employees. Represent the Chief Clerk, Assistant Chief Clerk, and District Court Headquarters before committees, citizens and court staff. Assist in conducting special studies on a wide array of management, automation, and policy matters in response to requests from the Chief Judge or Chief Clerk. Assist in planning and administering short and long range activities; evaluate and recommend improvement to the administrative internal control systems and ensure audit compliance. Assist in the assigning of staff or special teams to analyze and resolve complex operational or system problems. Analyze trends and case load statistics to determine methods which provide more expedient justice. Oversee Caseflow Assessment study. Oversee the District Court Traffic Processing Center and Transcribing Department which processes traffic citations and transcripts of court hearings. Contributes to new technology, operational, and training initiatives. Oversees the training of District Court employees in automated systems applications, court procedures and operations. Oversees the production of end-user manuals.

Education: Bachelor's Degree in Business, Public Administration or related field from an accredited college or university.

Experience: Five years of experience working in a legislative, legal or court-related environment. Two years of the court experience must have been in a supervisory or lead capacity.

Note: Court supervisory experience may be substituted on a year for year basis for up to four years of the required education.

Skills/Abilities: Knowledge and experience of Windows and Windows based programs to include proficiency in word processing, spreadsheet, and database applications. Administrative skills to manage office related issues. Must be a highly organized leader, innovator and motivator who maintains a professional demeanor at all times and works harmoniously with others. Ability to read and interpret Maryland Rules and Annotated Code and understand legal terminology. Ability to communicate effectively, both verbally and written. Ability to work independently and in a team environment and to be a critical thinker and creative problem solver. Ability to balance the demand of varying workload responsibilities and deadlines. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title. Materials must be received in the Human Resources office at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications or resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.